

# VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

P. O. Box 526  
Richmond, Virginia 23218-0526

## APPLICATION FOR VIRGINIA PESTICIDE BUSINESS LICENSE to sell, distribute, store, apply, or recommend pesticides for use.

The annual business license fee is \$50.00. Please make check payable to: **Treasurer of Virginia. Mail (1) application, (2) check, and (3) evidence of financial responsibility to the above address.**

Licenses expire on March 31 each year. Licenses renewed after March 31 each year are subject to a 20 percent late fee.

**Please type or print the following information:**

LEGAL NAME OF BUSINESS: \_\_\_\_\_

TRADING AS: \_\_\_\_\_

FEDERAL IDENTIFICATION NUMBER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

COUNTY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

NAME OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

TITLE: \_\_\_\_\_ BUSINESS PHONE NO. \_\_\_\_\_

I certify that I understand my legal responsibilities for the use, supervision of use, sale, distribution, or storage of pesticides, and that if I sell pesticides, I will sell restricted use pesticides only to individuals who possess a valid pesticide applicators certificate, or to their representative.

SIGNATURE OF REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

**This business will engage in the following (CHECK ALL THAT APPLY):**

SELLING GENERAL USE PESTICIDES       DISTRIBUTION       APPLYING PESTICIDES\*  
 STORAGE       BULK STORAGE  
 RECOMMENDING FOR USE ANY PESTICIDE\*       SELLING RESTRICTED USE PESTICIDES\*

**\*Requires a certified commercial applicator to be employed; provide information below:**

Name of Applicator: \_\_\_\_\_ Certificate Number: \_\_\_\_\_

ATTACH A COPY OF THE LIABILITY INSURANCE CERTIFICATE TO THE APPLICATION

**BUSINESS PHYSICAL LOCATION ADDRESS:**

STREET: \_\_\_\_\_ CITY: \_\_\_\_\_

COUNTY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**BUSINESS BILLING ADDRESS IF DIFFERENT FROM ABOVE:**

STREET: \_\_\_\_\_ CITY: \_\_\_\_\_

COUNTY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**HOW DID YOU LEARN ABOUT THIS REQUIREMENT (CHECK ALL THAT APPLY):**

CALL TO VDACS\*       EXTENSION       PESTICIDE SUPPLIER       VDACS\* INVESTIGATOR       RETAIL  
DISPLAY

\*VIRGINIA DEPT OF AGRICULTURE & CONSUMER SERVICES       VDACS WEB PAGE       OTHER

FOR DEPARTMENT USE ONLY:  
Business License No. \_\_\_\_\_  
Date Keyed/by: \_\_\_\_\_

AMOUNT TO REMIT: \$50.00  
VDACS ACCT. 757-02-02438  
VDACS-07209      2/02



## **ELIGIBILITY REQUIREMENTS FOR COMMERCIAL APPLICATOR CERTIFICATION**

Prior to making application for COMMERCIAL APPLICATOR certification, a prospective applicant must first complete Pesticide Control Board-approved training. Board-approved training consists of, at a minimum, self study and review of all the material contained in the most current edition of the Virginia Pesticide Applicator Certification Training CORE Manual, and other category-specific manuals related to the specific type of work to be performed. (These manuals may be obtained for a nominal fee from the Virginia Tech Extension Division Distribution Center, 112 Landsdowne Street, Blacksburg, VA 24060.)

In order to be eligible to make application for COMMERCIAL APPLICATOR certification, you must first meet at least one of the following requirements:

1. Must currently hold a valid Virginia Registered Technician certification, AND must have worked as a Virginia certified Registered Technician for at least one year; OR;
2. Must have at least one year of education, training, or experience in a pesticide-related field which provides at least the equivalent practical knowledge of proper pesticide use required of a Registered Technician.

All COMMERCIAL APPLICATORS (with the exception of not-for-hire commercial applicators and government employees) must either obtain, or work for a firm that has obtained, a Virginia Pesticide Business License issued by the Virginia Department of Agriculture & Consumer Services.

## **INSTRUCTIONS FOR COMPLETING APPLICATION FOR COMMERCIAL APPLICATOR CERTIFICATION**

1. Return completed application with payment. (Government employees are fee- exempt.) If you meet the above requirements, you will be sent a Notice of Authorization to take the certification exams.
2. Within 90 days of the date of the Notice of Authorization, report to an approved VDACS or DMV testing location to take the written exams. Computerized exams at the DMV Customer Service Centers are scored as you are taking them, and you will be notified of your score as you complete each exam. Written exams taken at VDACS testing centers will be sent to the Office of Pesticide Services in Richmond to be scored.
3. If you pass the Core and one or more category examinations, the Office of Pesticide Services (OPS) will notify you, and send you your certificate, generally within 10 work days. If you take and pass your exams at one of the DMV Customer Service Centers, you will be issued a temporary certificate good for seven days. Your permanent certificate will be mailed to you by OPS within seven days.

(END OF FORM)



## COMMERCIAL PESTICIDE APPLICATOR CATEGORIES

<u>Category Number</u>	<u>Category Title</u>
1-A	Agricultural Plant Pest Control
1-B	Agricultural Animal Pest Control
1-C	Fumigation of Soil and Agricultural Products*
1-D	Agricultural Chemigation
2	Forest Pest Control
3-A	Ornamental Pest Control
3-B	Turf Pest Control
4	Seed Treatment **
5-A	Aquatic Pest Control - General
5-B	Marine Antifoulant Paints
6	Right-Of-Way Pest Control
7-A	General Pest Control (Including Food Processing)**
7-B	Wood Destroying Pest Control**
7-C	Fumigation (non-agricultural)
7-D	Vertebrate Pest Control (excluding structural invaders)**
7-E	Sewer Root Pest Control
8	Public Health Pest Control
9	Regulatory Pest Control
10	Demonstration and Research Pest Control
11	Aerial Pesticide Application ***
12	Wood Preservation and Wood Products Treatment
*	requires concurrent certification in category 1-A
**	excluding fumigation
***	certification also required in 1 or more specific categories

### Definitions:

**Commercial applicator** means any applicator who has completed the requirements as determined by the board, including appropriate training and time in service, to apply for a certification, and who uses or supervises the use of any pesticide for any purpose or on any property other than as provided in the definition of private applicator.

**Commercial applicator not for hire** means any commercial applicator who uses or supervises the use of pesticides as part of his job duties only on property owned or leased by him or his employer. This definition shall also apply to governmental employees who use or supervise the use of pesticides, whether on property owned or leased by them or their employers or not, in the performance of their official duties.

(END OF FORM)



**ADDITIONAL INFORMATION AND INSTRUCTIONS**

The Virginia Pesticide Control Act § 301-249.40 requires, before manufacturing, distributing, selling, offering for sale or offering for use, the annual registration of each brand or grade of a pesticide. The annual registration fee is \$160.00 per product.

1. **Definitions:**

- a. **Brand** - any word, name, symbol, device, or any combination thereof, which serves to distinguish a pesticide product manufactured, distributed, sold, or offered for sale by one person from that manufactured, distributed, sold, or offered for sale by any other person.
- b. **Grade** - formulation of a pesticide.

2. **Product Registration Requirements:**

- a. **Brands:** Each brand of a pesticide must be registered separately at a fee of \$160.00 per product per year. Likewise, alternate brand names (ABN), or those that have the same formulation or grade, and are manufactured by the same person, the labeling of which contain the same claims and which bear designations identifying the products as the same pesticide, must be registered separately on an annual basis. However, there is no additional fee. For example, Myers Disinfectant Basin, Tub and Tile Cleaner and Myers Disinfectant Bathroom Cleaner are offered for sale. Both products have the same EPA registration number, the same formulation, are manufactured by the same company and make the same claims. In this example, the registrant would register each product separately but pay only \$160.00 total.
- b. **Grades:** Each grade of a pesticide must be registered separately at a fee of \$160.00 per product per year. Thus, if a particular pesticide is available in different formulations, for example, granular and dust, then each formulation must be registered separately at a fee of \$160.00 per product. Grade or formulation would also refer to the fragrance of a product. If a particular pesticide is available in different fragrances, for example, original scent and lemon scent, these are considered different grades (formulations) and must be registered separately at a fee of \$160.00 per product.

[Please Note: There is one exception to the registration requirements for different grades. Pursuant to Section 2 VAC 20-30-10, Virginia Administrative Code, the addition of pigment solely for the color shall not constitute a change in the formulation such as to constitute a new grade requiring registration and a separate fee. As an example, if antifoulant paint were available in red, green, and blue, each color paint product would be registered separately, however, the total fee would be only \$160.00. There would be no additional fee for different pigments.]

- 3. **Listing Products:** List the U.S. EPA registration number (or 25(b) Exempt, if applicable), the product name (alphabetically), indicate if the product is a restricted-use pesticide or RUP (Yes or No), and the fee (indicate \$160.00 or ABN if applicable). An example is shown below.

<b><u>EPA REGISTRATION NO.</u></b>	<b><u>PRODUCT NAME (as it appears on label)</u></b>	<b><u>RUP (Yes or No)</u></b>	<b><u>FEE</u></b>
1. 1383-85	Myers Disinfectant Basin, Tub and Tile Cleaner – Original Scent	No	\$160.00
2. 1383-85	Myers Disinfectant Basin, Tub and Tile Cleaner – Lemon Scent	No	\$160.00
3. 1383-85	Myers Disinfectant Bathroom Cleaner	No	ABN
<b>TOTAL FEES REMITTED</b>			<b><u>\$320.00</u></b>

- 4. **Submission of Application Packet:** Submit one completed copy of this application form. Enclose a label and a Material Safety Data Sheet (MSDS) for each product listed in the application. We encourage registrants to submit all product labels and MSDS in a printable format on compact disc (CD) in jewel box. Please label the CD to include registrant name, year and directory of contents. You may include as many brands or grades as space permits. If additional space is required, please complete an additional application form. Type or print the application clearly in ink.
- 5. **Certificate for Pesticide Registrations:** A Certificate listing products registered will be mailed to all registrants verifying the processing of their application for new pesticide product registration.
- 6. **Product Renewals:** All pesticide product registrations expire on December 31 each year. Applications for renewal of currently registered pesticides are mailed annually to registrants.

For assistance in completing this application, please contact Reba Gilliam at 804-786-1025 or [rgilliam@vdacs.state.va.us](mailto:rgilliam@vdacs.state.va.us).

(END OF FORM)

# APPLICATION FOR RECIPROCAL PESTICIDE APPLICATOR CERTIFICATE

**Mailing Address:**

Virginia Department of Agriculture & Consumer Services  
P. O. Box 526  
Richmond, Virginia 23218-0526

**Physical Location:**

VDACS/Office of Pesticide Services  
1100 Bank St., Room 401-D  
Richmond, Virginia 23219

In accordance with Section 3.1-249.57 of the Virginia Pesticide Control Act, application is hereby made for CERTIFICATION as a COMMERCIAL PESTICIDE APPLICATOR under the Reciprocal Agreement between the Commonwealth of Virginia and the State of \_\_\_\_\_. The two-year certificate expires on June 30 every other year. Certificates must be renewed by June 30 to avoid payment of a 20% late fee.

The two-year certificate fee is \$70.00 (ALL FEES ARE NON-REFUNDABLE). Make check payable to: **Treasurer of Virginia.** Mail application, check and other required forms to the above address. FEDERAL, STATE, AND LOCAL GOVERNMENT EMPLOYEES ARE EXEMPT FROM PAYING FEE.

**Please type or print the following information:**

<u>Cat.#</u>	<u>Title</u>	<u>Cat.#</u>	<u>Title</u>
_____	_____	_____	_____
_____	_____	_____	_____

(see reverse side for applicator categories)

**CERTIFICATE CLASS DESIRED: (check appropriate class)**

**Commercial (For Hire)** \_\_\_\_\_ **Not-For-Hire Commercial** \_\_\_\_\_ **Gov't Employee**

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ COUNTY: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

(Last) (First) (M.I.)

MAILING ADDRESS: \_\_\_\_\_

(Street or RFD)

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

EMPLOYED BY: \_\_\_\_\_

VA. PESTICIDE BUSINESS LICENSE #: \_\_\_\_\_ BUSINESS PHONE #: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

(Street or RFD)

(City, State, Zip)

NAME AND TITLE OF SUPERVISOR: \_\_\_\_\_

I certify that I have been trained in the specific skills necessary to properly apply pesticides in the performance of my job, and I agree to abide by all laws, rules and regulations governing pesticide usage in Virginia.

\_\_\_\_\_  
(Signature of Applicant) Date: \_\_\_\_\_

FOR DEPT. USE ONLY
Comm Appl. # _____
Date of Issue _____
Keyed to Database by _____

**AMOUNT TO REMIT: \$ 70.00**  
**VDACS ACCT: 756-09-02656**  
**VDACS-07210 07/00**

## COMMERCIAL PESTICIDE APPLICATOR CATEGORIES

<u>Category #</u>	<u>Category Title</u>
1-A	Agricultural Plant Pest Control
1-B	Agricultural Animal Pest Control
1-C	*Fumigation - Soil/Ag Products
1-D	Chemigation
2	Forest Pest Control
3-A	Ornamental Pest Control
3-B	Turf Pest Control
4	**Seed Treatment
5-A	Aquatic Pest Control-General
5-B	Marine Antifoulant Paint
6	Right-Of-Way Pest Control
7-A	**General Pest Control (including food processing)
7-B	**Wood Destroying Pest Control
7-C	Fumigation (Non-Agricultural)
7-D	Vertebrate Pest Control (excluding structural invaders)
7-E	Sewer Root Pest Control
8	Public Health Pest Control
9	Regulatory Pest Control
10	Demonstration and Research Pest Control
11	***Aerial Pesticide Application
12	Wood Preservation

\* requires concurrent certification in category 1-A

\*\* excluding fumigation

\*\*\* certification also required in 1 or more appropriate specific categories

### Definitions:

**Commercial applicator** means any applicator who has completed the requirements as determined by the board, including appropriate training and time in service, to apply for a certification, and who uses or supervises the use of any pesticide for any purpose or on any property other than as provided in the definition of private applicator.

**Commercial applicator not for hire** means any commercial applicator who uses or supervises the use of pesticides as part of his job duties only on property owned or leased by him or his employer. This definition shall also apply to governmental employees who use or supervise the use of pesticides, whether on property owned or leased by them or their employers or not, in the performance of their official duties.

**PESTICIDE REGISTERED TECHNICIAN APPLICATION**

**VIRGINIA DEPARTMENT OF AGRICULTURE  
AND  
CONSUMER SERVICES**

P. O. Box 526  
Richmond, Virginia 23218-0526

1100 Bank St., Room 401-D  
Richmond, VA 23219

In accordance with Section 3.1-249.52 of the Virginia Pesticide Control Act, and regulations adopted thereunder, application is hereby made for CERTIFICATION as a REGISTERED TECHNICIAN.

The two-year non-refundable certification fee is \$ 30.00. Please make check payable to: **Treasurer of Virginia.**  
Mail application and check to the above address. Federal, State, and Local Government employees are exempt from fee.

Certificates expire on June 30.  Government Employee  Non-Government Employee

**Please check the appropriate boxes below:** E-mail address: \_\_\_\_\_

New applicator  Retesting (fee waived for first retake)  Reinstatement

**Please type or print the following information:**

SOCIAL SECURITY NO.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M.I.) COUNTY: \_\_\_\_\_

CITY: \_\_\_\_\_ (Street or RFD) STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

EMPLOYED BY (Company or agency you work for): \_\_\_\_\_

PESTICIDE BUSINESS LICENSE NO.: \_\_\_\_\_ BUSINESS PHONE NO.: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_ (Street or RFD) COUNTY: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

NAME OF SUPERVISING COMMERCIAL APPLICATOR TRAINER : \_\_\_\_\_ CERT. NUMBER : \_\_\_\_\_

I certify that I have received at least 40 hours of training in the skills necessary to properly apply pesticides in the performance of my job, and I agree to abide by all the laws, rules and regulations governing pesticide usage.

I certify that this applicant has successfully completed a training course, as outlined on the reverse of this application, specific to the pesticide application requirements of his/her job.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Signature of Commercial Applicator Trainer)

DATE : \_\_\_\_\_

DATE : \_\_\_\_\_

FOR DEPARTMENT USE ONLY  
Reg Tech Certificate No. \_\_\_\_\_  
Date Keyed: \_\_\_\_\_  
Keyed to Database by: \_\_\_\_\_

AMOUNT TO REMIT: \$30.00

VDACS ACCT. 756-09-02437

VDACS-07212 11/01

(SEE REVERSE SIDE FOR TRAINING REQUIREMENTS AND INSTRUCTIONS)

**GENERAL TRAINING REQUIREMENTS FOR REGISTERED TECHNICIANS**

Prior to making application for Registered Technician certification, a prospective applicant must first receive ***at least 40 hours of training in the safe and proper application of pesticides***. The training must include the following:

1. Must include 20 hours Board-approved training consisting of at the minimum, study and review of all the material contained in the most current edition used in Virginia of the basic pesticide applicator certification training Core manual. (This manual may be obtained from the Virginia Tech Extension Division Distribution Center, 112 Landsdowne Street, Blacksburg, VA 24060 for a nominal fee.)
2. 20 hours on-the-job (practical) instruction in the safe and proper handling, mixing, and application of the pesticides normally associated with the technician's job duties under the direct, on-site supervision of a certified commercial applicator, and
3. This training must be received during the six month period previous to applying for Registered Technician certification.

***Registered Technicians may apply general-use pesticides unsupervised, and restricted-use pesticides only under the direct supervision of a Certified Commercial Applicator.***

## **INSTRUCTIONS FOR COMPLETING APPLICATION**

### **FOR REGISTERED TECHNICIAN CERTIFICATION**

1. Return completed application with payment. (Government employees are fee- exempt.) If you meet the above requirements, you will be sent a Notice of Authorization to take the certification exam.
2. Within 90 days of the date of the Notice of Authorization, report to an approved VDACS or DMV testing location to take the written examination, a 50 question multiple choice test. Computerized exams at the DMV Customer Service Centers are scored as you are taking them, and you will be notified of your score as you complete each exam. Written exams taken at VDACS testing centers will be sent to the Office of Pesticide Services in Richmond to be scored.
3. If you pass the Registered Technician examination, the Office of Pesticide Services (OPS) will notify you, and send you your certificate, generally within 10 work days. If you take and pass your exam at one of the DMV Customer Service Centers, you will be issued a temporary certificate good for seven days. Your permanent certificate will be mailed to you by OPS within seven days.